

Republic of the Philippines  
**DEPARTMENT OF FINANCE**  
Roxas Boulevard Corner Pablo Ocampo, Sr. Street  
Manila 1004



## REQUEST FOR QUOTATION

Date : September 16, 2021

Service Quotation No.: 021-2021

Gentlemen :

Please quote your lowest price on the item listed below, subject to the General Conditions at the back hereof and submit your quotation duly signed by your representative in sealed envelope direct to the Bids and Awards Committee (BAC) Chairperson or thru the authorized canvasser of this Department not later than \_\_\_\_\_ the time and date of the opening of the sealed quotation.

**ALVIN P. DIAZ, Director IV**  
Central Administration Office

QUANTITY	UNIT	ARTICLE / MERCHANDISE / SPECIFICATION	UNIT PRICE	TOTAL
1	lot	<b>Training Service Provider for Information Security Management System</b> ISO/IEC 27001:2013 Information Security Management System (ISMS) Awareness Course on October 20-22 & 26-27, 2021  Seminar-Workshop on Risk Management (Based on ISO 31000:2018) on October 20-22 & 26-27, 2021  Conducting ISMS Audit using ISO27001:2013 standard based on ISO 19011:2018 on October 20-22 & 26-27, 2021  <i>(The fee includes conduct of seminar-workshop, seminar certificates and seminar handouts for 50 participants)</i> <i>***please see attached Terms of Reference***</i>  <b>NOTE: Please include the following required documents upon submission of your proposal for evaluation purposes:</b> 1. Mayor's/Business Permit 2. PhilGEPS Registration Number/Certificate 3. Omnibus Sworn Statement (duly notarized within the posting period)  <i>(For CMIO Use)</i>	400,000.00	400,000.00
				<b>400,000.00</b>

After having carefully read and accepted your general conditions, I/We quote you on the item at prices noted above and bind ourselves to deliver the above articles/merchandise within \_\_\_\_\_ working days from receipt of your valid Job Order (JO). The quotation are good only up to \_\_\_\_\_.

Canvassed by:

\_\_\_\_\_

Supplier :

By :

Tel. No.:

TIN No. :

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## GENERAL CONDITIONS

1. The bidders are required to submit brochures, literatures, pictures and technical data pertaining to the brand and model of the equipment being offered.
2. The quotation will not be considered unless it is properly signed by the bidder's authorized representative.
3. All prizes quoted herein are valid and binding for a period of sixty (60) days.
4. Bidder shall be responsible for the source of his equipment.
5. Subject to the provisions of the preceeding paragraph, where awardee has accepted a Purchase Order (PO) but fails to deliver the required products within the time called for in the same order, he must return the order accompanied by written explanations within the period of delivery of the merchandise. Thereafter, if the awardee has not completed delivery within the period, the subject PO shall be cancelled and the award shall be withdrawn from that supplier. The DOF shall then purchase the required item from such other sources as it may determine, with the price difference to be charged against the defaulting awardee.
6. The DOF reserves the right to reject any or all quotations, to waive any formality therein or to accept such quotations as may be considered most advantageous to the government.



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**INFORMATION SECURITY MANAGEMENT SYSTEM (ISMS)  
TRAINING SERVICE PROVIDER  
TERMS OF REFERENCE**

**TITLE:** Training-Seminar on “**ISO 27001:2013 Information Security Management System**”

**BACKGROUND**

The DOF CMIO-IT has been ISO 27001:2013 Information Security Management System (ISMS) Certified last December 2020. As part of the strategy for the continual improvement of the established ISMS in the Department, the CMIO-IT intends to create a pool of ISMS specialists inside the DOF which will spearhead the risk assessment, internal audit and mentoring functions.

The procurement of training service provider to conduct the training-seminar will enable the participants to be acquainted and understand the requirements of the ISO 27001:2013 before the surveillance audit on October 2021.

**OBJECTIVES**

The training/seminar aims to

1. To provide key staff an awareness of the ISO 27001:2013 requirements on establishing, implementing, and maintaining an Information Security Management System (ISMS);
2. To provide basic knowledge on risk, risk management, its concepts and processes;
3. To learn the skills in conducting risk assessment so that solutions to potential risks and problems are effectively prevented from occurrence;
4. To improve preventive Action Planning and implement risk management process;
5. To introduce participants to each critical activity of the internal audit process in information security;

6. To allow personnel to practice and gain confidence in doing the critical activities of the Information Security audit process;
7. To guide participants in understanding the ISO 27001:2013 clause by clause.

### **SCOPE OF SERVICES**

The training service provider's responsibilities shall cover the following:

1. Provide the names and curriculum vitae of qualified trainers for the training-seminar;
2. Prepare and submit to DOF CMIO-IT one set of training-seminar materials one week before the conduct of the training/seminar;
3. Conduct the training-seminar for a minimum of 50 participants on September 6-10, 2021; and
4. Prepare and submit training-seminar certificates based on the list of participants with complete name and position title to be provided by DOF one week before the scheduled activity.

### **COMPETENCY AND EXPERTISE REQUIREMENTS**

The training service provider/s is expected to provide a training facilitator with expertise in ISO 9001 (Quality), ISO 27001 (Information Security), ISO 20000 (IT Service Management), and allied discipline of risk management, change management, business continuity management and ICT project management.

### **DATA, LOCAL SERVICES, PERSONNEL AND FACILITIES TO BE PROVIDED BY THE PROCURING ENTITY:**

1. DOF CMIO-IT shall provide the venue, and audio-visual facilities and technician and training-seminar kits and food of the participants during the 5-day activity;
2. The DOF CMIO-IT shall provide the Training Service Provider with complete name and position of the participants; and
3. The CMIO-IT shall coordinate all matters pertaining to the training/seminar including the logistical arrangements.




## **BUDGET**

The budget for the procurement of ISMS Training Services is Four Hundred Thousand Pesos (PHP 400,000.00) inclusive of VAT.

## **CONFIDENTIALITY AND NON DISCLOSURE AGREEMENT**

1. All information, including but not limited to, information relating to the Department of Finance, made available to the Service Provider for the purpose of the email service agreement, are the sole property of Department of Finance. The Service Provider shall treat as confidential and shall not disclose to any person, firm, or corporation during the duration of the agreement, or at any time thereafter.
2. All information, business, technical and personnel information and data, related documentation, in Whatever form, which the Department of Finance may furnish shall be used by the Service Provider solely for the purpose for which it was furnished, shall be treated in strictest confidence and protected; and if in tangible form, shall be returned to Department of Finance upon termination of the agreement.
3. The Service Provider shall not retain copies in whatever form of the Department of Finance email accounts and messages upon termination of the service agreement.

  
**ANGELICA I. SARMIENTO**  
Director IV, CMIO